

Other cards refer you to related subject headings.

UNDERDEVELOPED AREAS
See also
DEVELOPING COUNTRIES

You will find titles listed at both headings.
If you do not know which subject heading to use ask the **Reference Librarian**.

HOW TO FIND THE ITEMS YOU NEED

When you have found the items listed in the catalogue you should:

- Note the call number :
HQ 1210.T6 H44 1992
- Note the location :
R.B.C., Pamphlet, West Indies Collection
(See a complete list of locations on the top of the Author/Title Catalogue).

If no location is indicated the item is on the open shelves.

HOURS OF OPENING

MAIN LIBRARY, SCIENCE & MEDICAL BRANCH LIBRARIES

Semester:

Mon. - Fri.: 8:30 a.m. - 10:00 p.m.
Saturdays: 8:30 a.m. - 4:00 p.m.

Vacation:

Inter-Semester

Mon. - Fri.: 8:30 a.m. - 5:00 p.m.
Saturdays: 8:30 a.m. - 12:00 noon

Summer

Mon. - Fri.: 8:30 a.m. - 6:30 p.m.
Saturdays: 8:30 a.m. - 12:00 noon

Overnight Reading Room

Mon. – Fri. 10:00p.m. – 6:00a.m.
Saturdays: 4:30p.m (or noon*)- Monday 6:00a.m.

The Library is closed on Public and University Holidays throughout the year, on the Saturday during the Easter Weekend and before Independence Day, at noon* on Christmas Eve and New Year's Eve.

The Card Catalogue

The Library catalogue lists the material - books, journals, conference proceedings, theses, audio-visual material, etc. - in the University Library.

The Library's material is described in two catalogues: the **Card Catalogue** and the **Online Public Access Catalogue (OPAC)**.

The card catalogues in the Main, Science and Medical Libraries have not been updated since 1998.

The Online Public Access Catalogue provides the most current information that you may require. Eventually all material will become accessible on the OPAC.

USING THE CARD CATALOGUE

The Card Catalogue is divided into two sections.

- Author/Title
- Subject

Each is arranged alphabetically.

HOW TO SEARCH BY AUTHOR

An author may be:-

- *A person* : **Trevor Munroe**
- *A company*: **Jamaica Industrial Development Corporation**
- *An association*: **Caribbean Community**
- *A conference*: **Conference on Caribbean Literature**
- *A government department*: **Jamaica. Ministry of Finance.**

If the author is a person search in the **Author/Title** catalogue under the author's surname e.g. **Munroe, Trevor**. Search other authors as the name appears e.g. **Caribbean Community**.

HOW TO SEARCH BY TITLE

To find material by title, search in the **Author/Title catalogue** under the title.

- Ignore articles like 'A', 'An' or 'The' and other foreign language equivalents, if they are the first word of the title; e.g., search for **The making of the West Indies** under '**Making**'.
- Look for reference works, periodicals, newspapers, anonymous works, sacred scriptures and collection of essays by their **titles**.

A TEMPORARY CARD

This means that the item is in the Library. Check the **OPAC** for the call number and location, or consult the Reference Librarian.

HOW TO SEARCH BY SUBJECT

To find items on a particular subject use the **Subject Catalogue**. Examples of subjects are:

- *Topic* : **EDUCATION**
- *Person* : **SHAKESPEARE, WILLIAM, 1564-1616**
- *Country* : **BARBADOS**
- Subjects may be sub-divided:
EDUCATION – GRENADA

- Subjects may be qualified :
EDUCATION, PRIMARY
- Subjects may be phrases:
EDUCATION AND STATE

REFERENCES

Some cards in both **author/title** and **subject** catalogues refer you from an unused name or subject to one that is used. In the Subject Catalogue you will find:

GANJA
See
MARIHUANA

This means you will find titles listed under the heading **MARIHUANA**.

In the author/title catalogue you will find:

Walcott, D.A., 1930-
See
Walcott, Derek A., 1930-

This means you will find titles listed under **Walcott, Derek A., 1930-**